

# YOUTH AFTERSCHOOL PROGRAM

BIDDERS CONFERENCE

TUESDAY, July 16, 2013

2:00 PM



# YOUTH AFTERSCHOOL PROGRAMS

Bidders Conference Overview

Subaward Compliance

Youth Afterschool Program Overview

Scope of Work and Program Requirements

Answers to Questions submitted to DSS RFP

Friendly Reminders



# Compliance Overview

- FCDJFS: Monitored by ODJFS and Auditor of State
- OAC 5101-9-1-88 (Minimum Standards Monitoring Requirements)
- Cost Principals (General Principals: Selected Items of Cost)
  - ❑ State/Local Governments—2 CFR 225
  - ❑ Educational Institutions—2CFR 220
  - ❑ Non-Profits—2 CFR 230



# Compliance Overview

## ➤ Internal Control Questionnaire (ICQ):

- ☐ The ICQ provides reasonable assurance regarding the effectiveness and efficiency of operations; reliability of financial reporting and compliance with applicable laws/regulations minimizing waste, fraud and abuse.

## ➤ Risk Assessment:

- ☐ The risk assessment assists in identifying risk factors and determines the level of monitoring that shall occur during the subaward period .



# Compliance Overview

## Budgeting Thoughts...

- Expenditures:

### Reasonable

Prudent person rule

Ordinary and necessary

Sound business practices

Arms-length bargaining

Use established practices



# Compliance Overview

## Budgeting Thoughts...

### Allowable

Reasonable and necessary

Adequate documentation of expenditures

### Allocable

Must be allowable – Charges relate to benefits

Must have a reasonable, documented basis

Program, Funding Source, GL Code, Amount

Must represent FCDJFS's "Fair Share"



# Compliance Overview

## Cost Allocation –

*Direct and Indirect/Administrative*

- Cost Allocation Plan– consistently distributes expenses across all Agency programs and then to each funding source supporting agency Programs.
  - ☐ Create a methodology to ensure each Program receives their “fair share” of expenditures. (based on FTE’s, Revenues, Direct Expenses, etc.)
  - ☐ Further expand the methodology to allocate expenses across each funding source within the program.





# Compliance Overview

## Cost Allocation –

### *Direct Expenditures*

➤ Expenses to support an Agency Program.

- ❑ Some funding sources have restrictions on the type or percentage of expenditures they are willing to pay for.

*For Example:*

Food: FCDJFS prohibits food for staff and families. This expense would be directly allocated to another funding source(s) that allows for food expense within the program.

**T-Shirts:** Agency program supports 100 participants, FCDJFS budget approved support for 75 participants. The provider invoice would be allocated at 75% to FCDJFS and 25% to other funding sources within the program.

*Note: Direct program expenses may not be allocated to administrative expenses.*





# Compliance Overview

## Cost Allocation –

### *Indirect/Administrative Expenditures*

- Expenses supporting the Agency as a whole.
  - ❑ Allocate expenses based on a methodology that distributes administrative expenses to each Agency program and then to each funding source supporting the Agency programs (no administrative program).
  - ❑ Code each indirect/administrative expense to an administration program. Allocate total administration expenses to each Agency program based on a percentage of total direct program expenses then to each funding source with the Agency programs.



# Compliance Overview

## Payroll –

- Payroll Expenses – Wages paid for hours worked either directly or administratively.
  - ☐ Direct Staff – charges 100% to the program, then to the funding source allocated.
  - ☐ Administrative Staff – charged according to the cost allocation methodology.

*Note: Must have supporting documentation noting their time and effort signed by the employee and an official with knowledge of their work.*



# Compliance Overview

## Payroll –

- Payroll Related Expenses – Employer paid health benefits, taxes, and retirement contributions.
  - ☐ Are allocated in proportion to wages.
  - ☐ Must be actual costs.
  - ☐ Must have supporting documentation.

*Note: To ensure compliance, a policy and detailed procedures should be noted on your fiscal manual.*



# Compliance Overview

## Subcontracts/Agreements –

### ➤ Sound Contracting Language

- ☐ Description of the services provided
- ☐ Start and end date of the subcontract/agreement
- ☐ Rate of compensation
- ☐ Termination provisions covering both the Agency and the subcontractor
- ☐ Invoice submission requirement

*Note: Do not treat your subcontractor as an employee*



# Youth Afterschool Program

## MANDATORY LETTER OF INTENT –

- Found on Page 18 of the RFP –Appendix A
  - ☐ Must be complete in order to submit a proposal
  - ☐ Due: **Wednesday, July 17, 2013 by 4:00 PM**
    - ✓ Do Not Mail
  - ☐ Deliver Options:
    - ✓ Hand deliver- today (at the Bidders' Conference) or by 4:00 tomorrow at FCDJFS 1721 Northland Park Ave. 1<sup>st</sup> floor- Development Support Services
    - ✓ Fax a copy- **(614) 233-2092**
    - ✓ Email to [dssrfp@fcdjfs.franklincountyohio.gov](mailto:dssrfp@fcdjfs.franklincountyohio.gov)
    - ✓ Send to the attention of Development Support Services

***Note :This does not commit the bidder to submit a proposal***



# Youth Afterschool Program

## ELIGIBLE PARTICIPANTS—

- Youth between the ages of 5 and 18
  - ☐ 5 year olds must be attending kindergarten
  - ☐ 18 must still be enrolled in secondary education
- Youth must US citizens or lawful resident alien (proper verification is required)
- Youth must be enrolled and attending school
- The family gross income must be at or below 200% of the federal poverty
- Families must reside in Franklin County.





# Youth Afterschool Program

## Scope of Service/Program Requirements –

- Bidders must propose youth afterschool programs that provide safe and nurturing programming so that youth can be engaged in positive, enriching activities during times when school is not in session
- Operate a minimum number of hours per week based on the targeted age level of the program participants. The minimum hours requirements are as follows:
  - ❑ Elementary youth (grades kindergarten through 5<sup>th</sup> grade) – 10 hours
  - ❑ Middle School youth (grades 6<sup>th</sup> through 8<sup>th</sup>) – 7 hours
  - ❑ High School (grades 9<sup>th</sup> through 12<sup>th</sup>) – 4 hours





# Youth Afterschool Program

## Scope of Service/Program Requirements –

- Bidders must submit separate proposals for each age group that they are proposing to serve (Separate Program Overview, Program Attachment & Program Budget)
- Operate week days (Monday – Friday) during the out of school hours for at least 75% of their scheduled program hours. The remaining 25% of scheduled program hours may be provided on weekends and shall be consistent with the program objectives



# Youth Afterschool Program

## Scope of Service/Program Requirements –

- Operate a minimum of 30 weeks coinciding with the school year between the months of September 2013 and May 2014
- Provide daily nutritious snack or dinner
- Meet Staff to Youth Ratios:
  - ☐ For school age youth kindergarten – 11 years of age: (1:18) 1 staff person responsible for no more than 18 youth
  - ☐ For school age youth 11-14 years of age: (1:20) 1 staff person responsible for no more than 20 youth
  - ☐ Volunteers cannot count in the staff ratio



# Youth Afterschool Program

## Scope of Service/Program Requirements –

- Provide program services that are consistent with the objectives of the Franklin County Afterschool Program
  - ☐ Academic Enrichment and Achievement
  - ☐ Social and Emotion Development
  - ☐ Health and Wellness
  - ☐ Parent Engagement
- Bidders must propose services that meet a minimum of two of the identified outcomes. One of the outcomes **MUST** be Academic Enrichment and Achievement



# Youth Afterschool Program

## Scope of Service/Program Requirements –

- Provide Services that are culturally and linguistically appropriate
- An organization must ensure that the LEP (limited English Proficient) person:
  - ☐ Is given adequate information
  - ☐ Is able to understand the services and benefits available
  - ☐ Is able to receive services for which he or she is eligible
  - ☐ Can effectively communicate the relevant circumstances of his or her situation to the service provider; and
  - ☐ Receives language assistance at no cost



# Youth Afterschool Program

## Program Overview –

- Located on pages 21-24 of the RFP –Appendix D
- The Program Overview consist of two parts:
  - ❑ Part 1 – Organizational Information
  - ❑ Part 2 – Program Information
- Think of this as your program narrative
- Each Question must be answered



# Youth Afterschool Program

## Proposal Submission Requirements –

- Proposal Packet must contain:
  - ☐ Transmittal Form
  - ☐ Proposal Checklist and Table of Contents
  - ☐ Program Overview
  - ☐ Program Attachments
  - ☐ Program Budget
  - ☐ Required Documents Checklist and Table of Contents
- Proposals – 1 Original and 7 Copies (for a total of 8)
- Required Documents Packet – 1 Original and 3 Copies (total of 4)





# Youth Afterschool Program

## Pre-Bidders Conference Questions –

**Question:** I don't think you mean to ask about outcomes related to youth workforce development? Do you mean Afterschool programs?

**Answer:** This is corrected in the revised RFP posted on the website 7.16.13





# Youth Afterschool Program

## Pre-Bidders Conference Questions –

**Question:** From our experience the staff/student ratio which works best for us is 1:8. With a reasonable budget, will this affect us being awarded? How critical is the 1:18 ratio?

**Answer:** In Section 5.2.3. Staff Ratios, the stipulations listed serve as the minimum requirement for the staffing your program. You are not required to have more than a 1:18 staffing ratio for school age youth kindergarten – 11 years of age, however you may not have less than a 1:18 staff to student ratio for this age group (i.e. a ratio of 1:20 would be considered unallowable for this age group).



# Youth Afterschool Program

## Pre-Bidders Conference Questions –

**Question:** What is the size limit or range of awards? How many awards are expected to be given?

**Answer:** FCDJFS has not instituted a limit on size or range of awards. There is no expectation of how many awards may be granted; it is dependent on the results of the review committee and the available funding.



# Youth Afterschool Program

## Pre-Bidders Conference Questions –

**Question:** It says bidders must submit separate proposals for different age groups they propose to serve. So, we are allowed to submit more than one proposal? One for 5 -10 year-olds? Another for 11 – 14 year-olds?

**Answer:** Yes, you may submit multiple proposals. If a bidder intends to serve multiple age categories the bidder must submit a proposal for each age category.



# Youth Afterschool Program

## Pre-Bidders Conference Questions –

**Question:** The second sentence of this section starts out saying, “In selecting the successful proposal...”...are you planning to select ONLY ONE proposal?

**Answer:** Generally for this program multiple proposals are funded. As stated in the RFP “We (FCDJFS) reserve the right to grant subaward agreements to a single Bidder, multiple Bidders, or to reject any and all proposals or parts of proposals received.”



# Youth Afterschool Program

## Pre-Bidders Conference Questions –

**Question:** In this same section regarding evaluation and selection, it says: “FCJFS will also consider, services and program offering/coverage for the entirety of the county,” ... does that mean our program or project must service the entire Franklin County area?

**Answer:** This statement is referencing that as a part of the consideration process in granting an award FCDJFS must ensure to the best of our ability that programming is offered throughout the county and available to all youth and not just one particular area or population.



# Youth Afterschool Program

## Pre-Bidders Conference Questions –

**Question:** It asks if our organization is a 501c3 ... is it possible to have another organization as fiscal agent, if we do not have current 501c3 status?

**Answer:** 501c3 status is not a stipulation to submit a proposal. A Bidder must be properly registered to operate a business in the State of Ohio. Yes, it is possible to have another organization serve as the fiscal agent.





# Youth Afterschool Program

## Pre-Bidders Conference Questions –

**Question:** What is the total number of students to serve, including in each of the 3 age categories?

**Answer:** FCDJFS has not defined a total number of students to serve. The number served is dependent on the funding recommendations based on the review process.





# Youth Afterschool Program

## Pre-Bidders Conference Questions –

**Question:** Is the \$1.2 million in funding the total amount available to serve students for the full 8 months, September to May? If a provider plans to bid on just one age category, should it be assumed the budget will be a third of a certain amount—or propose what is needed to run the program?

**Answer:** Yes, that is the total amount for youth afterschool programming for the 2013 – 2014 school year. No, that is not an accurate assumption. Funding in each category will be dependent on the proposals submitted in each. Budget amounts should be based on the amount necessary to operate the program.



# Youth Afterschool Program

**Question:** Where is “home base” for each age category of participants? Are they expected to come from throughout the county or may the provider choose an area on which to focus?

**Answer:** There is not a “home base” for each age category of participants. The 2013 Youth Afterschool Program Overview, Part 2: Program Information, question 3 provides the bidder with the opportunity to present the target geographical program area for their program. In the case FCDJFS finds we do not have adequate programming in a particular geographical area, we reserve the right to ask a bidder to adjust their target program area. This request would happen after all proposals meeting the outlined requirements have been reviewed.



# Youth Afterschool Program

**Question:** May the provider choose and negotiate the location(s) where services are to be provided or are there pre-determined sites? If pre-determined, where and how many locations are there? Also if pre-determined, does the provider need to include rent/utilities/security for space, and what should those costs be?

**Answer:** Securing adequate operational space is the responsibility of the bidder. The 2013 Youth Afterschool Program Overview, Part 2: Program Information, question 3 provides the bidder with the opportunity to present the target geographical program area for their program. Question 4, provides the bidder with the opportunity to list the site(s) where programming will occur. The budget document and what costs are included are the responsibility of the bidder.



# Youth Afterschool Program

**Question:** Are “weekends” considered Saturdays only or Saturdays and Sundays?

**Answer:** The traditional weekend would include Saturday and Sunday.

**Question:** Summer students are mentioned. Are students from a TANF summer program expected to participate? Will the County share names/information of these and other potential participants?

**Answer:** This is corrected in the revised RFP posted on the website 7.17.13. The reference to summer students is a typo, please accept our apologies. Summer program participants are more than welcome to participate, however FCDJFS does not distribute participant information. Enrolment is the responsibility of the bidder.



# Youth Afterschool Program

**Question:** Can the provider sub-contract with other providers for food/snacks? Other special programming? Can the County provide a list of approved vendors for snacks/food?

**Answer:** FCDJFS recommends the use of an afterschool feeding program unless the bidder can provide justification for the use of a different program or option. FCDJFS will work towards developing a list of afterschool feeding programs. A bidder does have the option of obtaining a sub-contractor (will need to justify this option) for snacks/food however the county does not have a list of approved vendors.





# Youth Afterschool Program

**Question:** Will a proposal that talks about programming utilizing volunteers score higher than one that does not involve volunteers, if all points are equal?

**Answer:** There are no specific points in scoring related to the use of volunteers; however this does not mean it will not have an effect on the reviewer, when scoring your overall program. Be mindful that volunteers may not be considered when ensuring you have met the appropriate staff to youth ratio.



# Youth Afterschool Program

**Question:** Are there any limitations on travel, food and/or activities if they are within the funding parameters?

**Answer:** Yes. Please reference the Budget User Guide and Applicable Compliance Criteria listed in the Sample Subaward Boilerplate.

**Question:** Please give an example of a “licensed” program as described on page 22, Part 2, #1 in the RFP.

**Answer:** Programs licensed by Ohio Department of Job and Family Services. Please reference their website of licensing options.





# Youth Afterschool Program

**Question:** Does Franklin County have a database for the provider to use that captures the data requested for reporting purposes? If yes, can training be offered to appropriate provider administrators and would there be a cost? If yes, what would be the cost? If Franklin County does not have a database, can the provider propose using its company's database, and can costs be included to customize that database for this project?

**Answer:** No, FCDJFS does not have a required database. Yes, the bidder can propose to use the company's database. If customization is needed for this program those costs may be included in the budget.



# Youth Afterschool Program

**Question:** Is there an incumbent(s)? If yes, who is the incumbent?

**Answer:** Need further explanation to this question and incumbent to what? If this question is referencing are there already afterschool programs in place for the 2013 – 2014 school year, the answer is no. FCDJFS did fund afterschool programs under an RFP released in 2010. Those contracts expire August 2013



# Youth Afterschool Program

**Question:** Can the After School program be in a rental home setting and if so, what are the number parameters for students being served? Or does it have to be at a center/church building? If so, does the building have to be in Franklin County?

**Answer:** Afterschool programs cannot be operated from a home setting. Such services may fall under the regulations governing family home child care providers (visit ODJFS website for more information). Afterschool programming must be operated from an established business, school, church or community based setting



# Youth Afterschool Program

**Question:** I have a question about the Letter of Intent. I am writing a proposal for both elementary afterschool programming and middle school. The intended proposal for elementary would be the same programming in three different sites (so they could stay at their home school) and then the MS site. So total, we would like to run 4 programs.

In saying, I was wondering if I write 2 letters of intent for the proposals (elementary and middle)?

Also, can I write one proposal for elementary aged students with the intention of having the same programming at all three sites and then one middle school one?

**Answer:** Please see the revised Letter of Intent posted on the website 7.16.13. The revised Letter of Intent allows the bidder to indicate which age category(s) the bidder intends to serve. Only one Letter of Intent is required. Programs operated out of multiple sites but for the same age category must be properly identified within the Program Overview.



# Youth Afterschool Program

**Question:** If the budget documents are from the same entity, our school district, can I just copy these one time (times 3 copies) or do you need to have them copied 12 times?

**Answer:** Each proposal submission must include the required number of budget documents.



# Youth Afterschool Program

**Question:** Is the program required to be licensed?

**Answer:** No, a program is not required to be licensed.

**Question:** Do you need separate budgets for every age group served, e.g. Elementary Budget, Middle School Budget & High School budget

**Answer:** Yes, a budget must be submitted for each proposal.





# Youth Afterschool Program

**Question:** Under Scope of Work/Program Requirements, 5.2.2 Program Operations, it states that proposed programs must operate a minimum of 7 hours per week for middle school youth. Does this mean the program must provide each participant/program site a minimum of 7 hours of programming per week?

Please advise as to whether or not the 7 hour per week minimum has been interpreted correctly.

**Answer:** Yes, the bidder must adhere to the program requirements as specified in the RFP.



# Youth Afterschool Program

**Question:** Will there be a person or coach available to assist with answering questions throughout the process to ensure that we are compliant with the criteria within the scope of the bidder's proposal?

**Answer:** No, please reference Section IX. Communication Prohibition of the RFP. After the close of this Bidder's Conference, the bidder will have one other opportunity to submit questions in regards to this RFP. Questions must be submitted electronically to [dssrfp@fcdjfs.franklincountyohio.gov](mailto:dssrfp@fcdjfs.franklincountyohio.gov) by noon on Wednesday, July 24, 2013.



# Youth Afterschool Program

**Question:** Although I have been in the field of education for more than 30 years, this is a new venture. Will some considerations be given to a new company that is just acquiring a Tax ID #, within 1-2 weeks of the proposal submittal deadline, as far as, not having any prior history of paid programming to show for this particular type of venture?

**Answer:** The 2013 Youth Afterschool Program Overview, Part 1: Organizational Information, provides the bidder the opportunity to relate all relevant historical information in regards to their experience in providing afterschool or similar programming. A Bidder must be properly registered to operate a business in the State of Ohio



# Youth Afterschool Program

A revised Youth Afterschool Program RFP document will  
be posted at

<http://jfs.franklincountyohio.gov/vendor-information/current-request-for-proposal.cfm>

By 12:00 Noon on Wednesday, July 17, 2013

All revisions to the RFP will be highlighted in Yellow



# Youth Afterschool Program

## IMPORTANT DATES TO REMEMBER

### MANDATORY LETTER OF INTENT

Due by 4:00 PM on Wednesday, July 17, 2013

### Post Bidders Conference Questions

To: [dssrfp@fcdjfs.franklincountyohio.gov](mailto:dssrfp@fcdjfs.franklincountyohio.gov)

Due by 12:00 Noon on Wednesday, July 24, 2013

### Pre & Post Bidder Conference Questions Posted

By 4:00 PM on Friday, July 26, 2013

### PROPOSAL SUBMISSION DEADLINE

**By 4:00 PM on Friday, August 2, 2013**

**NO EXTENSION WILL BE GRANTED**



# Friendly Reminders

- Use Spell & Grammar Check, have someone edit your document
- Have someone outside your department or your agency read your proposal prior to submission
- Follow the Proposal format **exactly as outlined**
- When in Doubt utilize:
  - ☐ Proposal Overview Checklist Form–Page 20 of RFP – Appendix C
  - ☐ Required Documents Checklist– Page 27— Appendix F
  - ☐ Program Budget User Guide
  - ☐ TANF Training Manual





# Friendly Reminders

## PROPOSAL PACKET SUBMISSION:

Proposals NOT meeting the  
Minimum Requirements  
will NOT be Reviewed

**There will be No Exceptions**



# Friendly Reminders

## Proposal Delivery:

Hand Delivery to:

FCDJFS

1721 Northland Park Avenue

Columbus, Ohio 43229

Attention: Amiee Bowie

Deputy Director of Development Support Services

1<sup>st</sup> Floor –West Entrance (employee entrance on side of building)

Courier, or Mail to:

FCDJFS

1721 Northland Park Avenue

Columbus, Ohio 43229

Attention: Amiee Bowie

Deputy Director of Development Support Services

***Note: Plan for the Unexpected!***



# Youth Afterschool Program

## Audience Questions

